

**NATIONAL GUARD OF ARIZONA**  
**HUMAN RESOURCE OFFICE**  
**5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495**  
**PHONE (602) 629-4822; DSN 853-4822**  
**WEBSITE: www.azguard.gov/hro**  
**EXCEPTED**  
**TECHNICIAN VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER: 06-329T   OPENING DATE: 20 SEP 2006   CLOSING DATE: 18 OCT 2006**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**  
**SUPPLY TECHNICIAN, GS-2005-07, TC70144000, 2 POSITIONS**

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**APPOINTMENT FACTORS:   OFFICER ( )   WARRANT OFFICER ( )   ENLISTED ( X )**

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<b>SALARY RANGE:</b> <b>\$35,157 - \$45,701 PA</b>	<b>SUPERVISORY ( )   MANAGERIAL ( )</b> <b>NON-SUPERVISORY/NON-MANAGERIAL ( X )</b>
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**LOCATION OF POSITION:**

**JOINT FORCE HEADQUARTERS, DCSLOG, PHOENIX, AZ**

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

**INSTRUCTIONS FOR APPLYING:** Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a member of the Arizona (ARMY) National Guard (JFHQ/DCSLOG) and be able to qualify for the following**

**AFSC/MOS/AOC/BRANCH: 92A,92Y,92Z**

**KNOWN PROMOTION POTENTIAL: NONE**

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.**

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, martial status, membership or nonmembership in an employee organization or any other non-merit factor.

**AREA OF CONSIDERATION:** This position is the Federal/Excepted Civil Service and is **open to current members of the Arizona Army National Guard**. Individual selected will receive an Indefinite Appointment. If a Permanent technician is selected, they will receive the appropriate temporary action. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

**NOTE:** Applications must contain a completed **Optional Form 306 (Declaration for Federal Employment)**.

**NOTE:** Applications must contain a completed **AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement)**.

**NOTE:** **Human Resources Office** is the office that will officially approve the selection for a job offer.

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Knowledge of requisitions, supporting documents and reference material sufficient to perform material coordination.
  2. Knowledge of established supply regulations, policies, procedures and instructions applicable to the specific assignment.
  3. Knowledge to conduct extensive and exhaustive searches for required information in order to construct records for logistical readiness improvement.
  4. Knowledge and ability to perform routine aspects of supply specialist work based on practical understanding of standard procedures, where assignments include individual case problems in a limited segment of one of the major areas of supply management.
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**SPECIALIZED EXPERIENCE:** Must have 12 months experience which has provided the individual with the ability to perform functions such as equipment and inventory management, property accounting, document control, warehousing and equipment accountability.

**BRIEF JOB DESCRIPTION:** This position is located in the Logistics Management Branch of the Director of Logistics (DOL), HQ STARC, Army National Guard (ARNG). Its purpose is to manage non-expendable equipment assets within the command and to ensure accurate accounting and reporting of assets. As part of the Command supply Discipline Program (CSDP), reviews property book accountability records & supporting documents. Investigates inaccuracies, time pertinent supply transactions and reports findings to management. Utilizes various standard automated information systems and monitors accounting and reporting of non-expendable property by units and activities within the command. Reviews equipment status reports, profile listings and unit status report work lists. Monitors/verifies non-expendable on-hand asset quantities. Participates in studies on utilization of command/state equipment assets and makes recommendations for improvements of unit "Equipment on hand" readiness. Participates in the CSDP, examining, reviewing and appraising the accuracy of property book accountability. Researches, reviews and reconstructs supply transactions to isolate errors and provide guidance to correct deficiencies. Monitors Modified Tables of Organization and Equipment (MTOE), Table of Distribution and Allowances (TDA) and Command Table of Allowance (CTA) applicable to Command units and activities. Maintains contact with USPFO, NGB, other states and units to resolve problems within responsible areas. Provides technical guidance to property book officers and unit supply personnel in property accountability. Manages the serialization tracking program within the Command, such as Small Arms Serialization Program (SASP), and Controlled Cryptographic Items Serialization Program (CCISP). Manages the loan of equipment within the Command. Coordinates with USPFO on loan requests to and from activities external to the Command.

**SELECTING SUPERVISOR:** LTC LEONARD H. DYER, JR.